



**MICHIGAN HEALTH SCIENCES
LIBRARIES ASSOCIATION**
www.mhsla.org

MHSLA Executive Board Meeting Agenda
September 18, 2012, 10:00 am
Michigan Library Consortium Conference Board Room
Lansing, MI

Attendance

Connie Bongiorno
Mike Simmons, Immediate Past President
Leslie Burke, President
Melanie Bednarski, Outreach & Advocacy
Alison Konieczky, Archives
Abe Wheeler, Communications
Andrea Kepsel, M-MHSLA
Janet Zimmerman, Education Committee
Toni Janik, Local Arrangements
Sharon Williams, Membership
Heidi Schroeder, Resource Sharing
Ellen O'Donnell, MDMLG
Jill Turner, Treasurer
Diane Gardner, President-Elect
Nadia Lalla, Group Purchasing
Mark MacEachern, Secretary

Absent

Robin Sabo, Nominating
Mary Hanson, Bylaws

1. Call to order Leslie Burke

The meeting was called to order at 10:04 am.

2. President's Remarks Leslie Burke

We will move quickly through reports and spend more time on the discussion items in old & new business. I will send out a call for nominations for the Librarian of Year Award shortly.

3. Approval of minutes Mark Mac Eachern

Andrea K (thanks!) took minutes in Mark M's absence at the last Board meeting. The minutes will be approved through Survey Monkey.

4. Archivist's report Ali Konieczny

Nothing new to report.

5. Treasurer's report Jill Turner

See Appendix A.

6. Review of Committee Reports

Standing Committees:

Bylaws Mary Hanson

Mary H's report in absentia: *I don't have anything to report, but since the bylaws revisions were not included on the regular ballot, we will have to vote on them at the "big" meeting.*

Communications Abe Wheeler

Andrea K will replace Mike S as webmaster. Mark M volunteered the Secretary position to take on administrator duties of MHSLA Board wiki. Mark M will revise Secretary procedures.

Conference Planning Diane Gardner
'12 Local Arrangements Toni Janik

See Appendix B for report. Mike S asked when the vendors can set up and tear down. Toni J said set up can be as early as Wednesday morning (7am) and that she will confirm the tear down obligations with the hotel.

'12 Education Janet Zimmerman & Nancy Bulgarelli

Ellen O discussed current registration numbers for the CE courses. See Appendix C for the report. A question was asked about how board member registrations are handled.

Answer:

The President's room and conference registration is covered
The Secretary's conference registration is covered
The President-Elect's conference registration is covered
The Treasurer's conference registration is covered

Membership Sharon Williams

See Appendix D for report. Sharon W threw out the idea that penalties be instituted for late payments. The Board discussed and were concerned that penalties would alienate members and potentially force people out. No action will be taken at this point.

There was a suggestion that the membership directory be updated more quickly. Mike S suggested that the server software could make the updating process easier.

Outreach and Advocacy Melanie Bednarski

MHSLA will cover the \$1100+ expense of having a booth/table/wireless at the Michigan Library Association conference, and the Kinko expense for printing 300 brochures.

A discussion arose about the recent membership survey and the fact that many said they did not want to be involved in committee work. The Board discussed the need to perhaps better incentivize involvement.

Research Diane Gardner

The salary survey continues to be a work in progress.

Resource Sharing Heidi Schroeder/Nadia Lalla

See Appendix E for report.

Group Purchasing Subcommittee Nadia Lalla

See Appendix F for report. A discussion arose about how to distribute pricing amongst the contributing institutions. One idea is a tiered system that has larger institutions pay more than smaller ones, but this might push out UM and MU, who have historically contributed to keep prices down across the state. Mike S and Heidi S suggested that Diana Mitchell, who does group purchasing for many groups, come up w/ a few pricing options and invite her to present said options at the November Board Meeting. Nadia will follow up with Diana.

Toni J volunteered to join Group Purchasing. Alison K thanks Group Purchasing for the quality selection of titles.

7. Regional Group Reports:

ERHSLA Melanie Bednarski

Nothing to report.

GRM Regional Council Barbara Platts (via audioconference)

See Appendix G for report.

MDMLG Ellen O'Donnell

See Appendix H for report.

M-MHSLA Andrea Kepsel

See Appendix I for report.

UPHSLC --
WMHSLA Ali Konieczny

The focus of the next WMHSLA meeting will be the 2013 conference.

8. Old Business

Conference Calling Attendance revisit Barbara Platts

With a potential new member joining the Board who will, because of distance, be unable to attend every meeting, Barbara P suggests that the Board revisit the system it uses for remote call-ins. Abe W & Leslie B will investigate free options and send them to the Board, so that members can run the options by IT departments. Heidi S & Abe W suggest we adopt a hybrid model of in person meetings, supplemented with remote attendance options.

9. New Business

Stat!Ref subscription problems Nadia Lalla

Discussed in Group Purchasing above. See also Appendix F for Group Purchasing report.

Michigan Library Association conf Melanie Bednarski

Discussed in Outreach & Advocacy above.

Committee Assignment Changes Leslie Burke, Diane Gardner, etc.

Diane G has been charged with new appointments. So far, the assignments are as follows:

Membership - Doris Blauet

Archivist - Ali K

Bylaws - Mary H

2014 Education chair – Andrea K volunteered. Final decision is up to the incoming President-Elect

Website Admin - Andrea K

Listservs Admin - Mike S

Board Wiki Admin - Mark M (and future Secretaries)

Vendor relations – Outgoing vendor relations does not have a recommendation for replacement, but suggests that a member of the regional planning group for the year of the conference hold this position. Ali K, John Coffee, and Leslie B are members of this committee, but are in need of a chair. Jill Van Buskirk is an option.

Diane G will send Andrea K and Mike S the complete list for the website and listservs.

Listserv Discussion

Leslie Burke

1. How shall the ballot be distributed to members? The Board will not create a new members email list. The Secretary will obtain a list of member emails from the Membership Chair and distribute the ballots to members directly.

2. Members only listserv? No.

3. Should vendors be allowed on the list? Yes.

10. Adjournment

Leslie Burke

12:33

11. Lunch

Appendix A – Treasurer’s Report

Report: General Ledger

<https://qbo.intuit.com/qbo28/reports/316375071/execute?rptid=316...>

**Michigan Health Sciences Libraries Association
General Ledger
July 17 - September 13, 2012**

Date	Type	Num	Name	Memo/Description	Split	Amount	Balance
Checking							
							26,670.66
							Beginning Balance
07/17/2012	Deposit		Cash		-SPLIT-	445.00	27,115.66
07/17/2012	Check	845	Heidi Schroeder	Board lunch	Meals and Entertainment	-156.65	26,959.01
08/01/2012	Check	846	MCLS		Rent or Lease	-50.00	26,909.01
08/15/2012	Deposit		Cash		Membership Dues	60.00	26,969.01
08/27/2012	Check	Debit	QuickBooks Online	Yearly subscription to online accounting system	Dues & Subscriptions	-148.25	26,820.76
08/28/2012	Check	847	John Coffey		Shipping, Freight & Delivery	-211.83	26,608.93
Total for Checking						\$ -61.73	
Certificate of Deposit							
							12,500.48
							Beginning Balance
Total for Certificate of Deposit							
Opening Balance Equity							
							59,960.12
							Beginning Balance
Total for Opening Balance Equity							
2012 Conference - Income							
							297.61
							Beginning Balance
Total for 2012 Conference - Income							
2012 Conference - Income - Vendor Sponsorship							
							100.00
							Beginning Balance
Total for 2012 Conference - Income - Vendor Sponsorship							
Retained Earnings							
							-26,303.84
							Beginning Balance
Total for Retained Earnings							
2012 Conference - Vendor - Income							
							6,950.00
							Beginning Balance
07/17/2012	Deposit		Cash		Checking	250.00	7,200.00
Total for 2012 Conference - Vendor - Income						\$250.00	
Membership Dues							
							2,545.53
							Beginning Balance

Date	Type	Num	Name	Memo/Description	Split	Amount	Balance
07/17/2012	Deposit		Cash		Checking	195.00	2,740.53
08/15/2012	Deposit		Cash		Checking	60.00	2,800.53
Total for Membership Dues						\$255.00	
2012 Conference - Expense							
Beginning Balance							500.00
Total for 2012 Conference - Expense							
2013 Conference - Expense							
Beginning Balance							2,325.00
Total for 2013 Conference - Expense							
Dues & Subscriptions							
Beginning Balance							326.75
08/27/2012	Check	Debit	QuickBooks Online	Yearly subscription to online accounting system	Checking	148.25	475.00
Total for Dues & Subscriptions						\$148.25	
Education - Professional							
Beginning Balance							395.00
Total for Education - Professional							
Insurance							
Beginning Balance							190.00
Total for Insurance							
Meals and Entertainment							
Beginning Balance							301.49
07/17/2012	Check	845	Heidi Schroeder	Board lunch	Checking	156.65	458.14
Total for Meals and Entertainment						\$156.65	
Office Expenses							
Beginning Balance							43.00
Total for Office Expenses							
Rent or Lease							
Beginning Balance							150.00
08/01/2012	Check	846	MCLS	7/17/12 Board mtg	Checking	50.00	200.00
Total for Rent or Lease						\$50.00	
Shipping, Freight & Delivery							
Beginning Balance							147.04
08/28/2012	Check	847	John Coffey	Resource sharing - NLM dupe books	Checking	211.83	358.87
Total for Shipping, Freight & Delivery							

Appendix B – Local Arrangements Report

MHSLA Board Meeting 9-18-2012 Local Arrangements Committee Report

1. Plans for the conference are going well.
2. The Planning Committee is meeting on October 1, for their final meeting prior to the conference.

Local Arrangements Subcommittee Reports

Accommodations

The room rate discount is available until October 2. Vendors and registrants should make their reservations as soon as they are able.

Audio-Visuals

The audio-visual order was placed with the Baronette.

Exhibits & Vendors

1. Fifteen vendors will require exhibit tables. Vendors can pick their own table: first come / first pick. Break food will be made available in the middle of the room.
2. The total vendor contribution is at \$9300.
3. So far, a Kindle from Wiley has been received as a raffle item. We are assuming that the other vendors will be bringing their raffle items with them to the conference.
4. The hotel has given a one-night stay and breakfast for two at a future date.

Hospitality & Special Event

The Special Event Menus have been received from the Tin Fish.

Publicity

1. Just received Poster presentation and Lightning Round info from Stephanie Swanberg. Will update conference program within the next week and have Val re-post to website.
2. Please have everything in to Jill Turner so Final Conference Program printing can be done first week of October.
3. Conference invitations will be re-issued to the listserv lists during week of Sept 25th.
4. Planning on working on signage around Sept 25th. All suggestions and requests are welcome.
5. Jill Turner will also need some volunteers to take photos during the conference. Any takers?
6. Gina will create tickets for the Welcome Reception and the Special Event which will be placed in the registration packets for attendees.
7. Valerie Reid has linked the following items to the conference web site:
 - Registration Form (PDF)

- The ability to pay for the conference via credit card or PayPal
- Official Program – updated on 8/14
- Interactive Conference At A Glance – updated 8/14

Respectfully Submitted,

Gina Hug & Toni Janik

Appendix C – Registration Report

**MHSLA 2012 Conference
Registration Report 9/17/12**

Registratrion to date – 26 (14 via PayPal)

17 Full (3 no charge)
8 One day (1 no charge)
1 Two day

Money received: \$5785

**Welcome Reception 15
Special Event - 18
Epidemiology class 9
Nurse's Shoes class 6
IRB class 6**

A registration reminder will go out to the listservs this week, since the deadline to avoid a late fee is October 2.

Appendix D – Membership Report

Total Memberships as of September 17, 2012,

46 - Institutional Memberships (2011- 52)

59 - Personal Memberships (2011– 62)

12 – Dual Memberships (2011-15)

117 – Members (2011 – 129)

There were 14 StatRef Renewals that were not Institutional Members. All were contacted by phone and an e-mail was sent.

2- Mistakes

Duplicate entry – Baker College

Not renewing - St, Mary Mercy Hospital merged with St. Joseph Ann Arbor.

7 – Responded with payment

4 – Responded waiting on checks

McLaren – Bay Regional, Karen Dorsch

McLaren – Northern Michigan, Anne Foster

Mercy Medical Center – North Iowa, Kathy Morel

St. Vincent Mercy Regional Library Services, Pamela Bayer

1 – No response.

Wayne State University, Nancy Beals

Respectfully submitted September 17, 2012 by,

Sharon Williams

2012 MHSLA Membership Chair

Appendix E – Resource Sharing Report

Resource Sharing (Heidi Schroeder)

NLM Duplicates

A shipment of 79 NLM Duplicate books was received in July. A list of these titles, plus 7 from the last shipment (for a grand total of 86 titles) was advertised to MHSLA Members via messages sent to the MHSLA listserv on 7/19/12 and 8/6/12. 68 titles were claimed by 17 libraries. John Coffey shipped titles on 8/16/12, which cost MHSLA \$211.83.

Heidi Schroeder will be stepping down as Resource Sharing Chair for 2012-2013. Jill Turner will be the new Resource Sharing Chair. Heidi has already contacted the GMR, who contacted the NLM, about shipping MHSLA's NLM Duplicate books to Jill.

Respectfully Submitted,
Heidi Schroeder
Chair, Resource Sharing

Appendix F – Group Purchasing Report

Report from the Group Purchasing Sub-Committee (submitted 18 Sep 2012)

Members: Nadia Lalla (chair), Susan Kendall, Marilyn Kostrewski, Janet Zimmerman

Correction to Report Previously Submitted 16 July 2012

Susan Kendall's name was listed twice as a member; Janet Zimmerman's name was omitted as a member.

Status of MHSLA/MCLS StatRef Negotiation

- Deleted low use titles:
 - Environment of Care Essentials for Health Care
 - Meeting the Joint Commission's 2012 National Patient Safety Goal
- Addition of these titles:
 - Lippincott Manual of Nursing Practice
 - Lippincott's Nursing Procedures
 - The Washington Manual of Medical Therapeutics
 - Delisa's Physical Medicine & Rehabilitation: Principles and Practice
 - Greenfield's Surgery: Scientific Principles & Practice
- Quoted cumulative cost from StatRef \$117,018 not including MCLS 5% fee
- Renewal price was split and sent to 49 libraries
- One library joined: Oakland University
- Four libraries cancelled or merged.
 - Mount Carmel Health Science Library – cancelled
 - Northern Michigan Regional Hospital – cancelled
 - St Joseph Mercy (Oakland) – merged with Ann Arbor location
 - St Mary's Mercy Hospital (Livonia) – merged with Ann Arbor location
- Four hospital libraries fell under the McLaren Group; normally only one fee would be charged; this year only, these libraries chose to renew as 4 separate entities
- The renewal price was then split among 45 libraries
- MCLS negotiated a \$1250 reduction from Teton and also applied a credit of \$2026 from 2011 to offset the increase
- The new total per library was \$2656.22 or \$148.69 increase over last year.
- Invoicing has been sent to all participating libraries

Anticipated Difficulties for Next Year's StatRef Negotiations

- Teton's new pricing model is to solicit a list of titles, then offer pricing for an entire package.
- Individual hospital libraries are becoming part of larger health system libraries. This reduces the number of institutional members who can participate.
- ACTION: Recommendation that for health systems, a limited number of included libraries could count as a single entity

Composition of Committee 2012-2013

- Effective with the end of the 2012 MHSLA Annual Meeting, Nadia will no longer be chair or a member of the Group Purchasing Committee due to professional activities elsewhere.
- Marilyn Kostrewski has also indicated that she will end her committee participation by the end of 2012.

Appendix G – GMR Report

GMR Regional Council MHSLA Board Report September 18, 2012

Current Funding Opportunities: The GMR has funding available for the new contract year which began May 1, 2012. For more information go to <http://nnlm.gov/gmr/funding/>.

Funding for the following award is still available:

- Exhibit Award – rolling submission date – up to \$1500

Upcoming Lake Effect Webinar

September GMR Lake Effects: Practicum Programs for Library School Students

A practicum is an excellent way for students to gain work experience and explore career options in a wide variety of professional library settings. Our speakers will discuss the programs that their institutions offer and describe how students may benefit from these programs.

Register today at <http://tinyurl.com/gmrregistration>

Date: September 20, 2012

Time: 1:00 pm Central time

Also, visit the GMR Online Education page at: <http://nnlm.gov/gmr/training/online.html> for other upcoming and recorded Online classes. Lake Effects webinars provide 1-hr CE free.

Lake Effect Webinar Online Training Archive: Earn MLA credit for viewing GMR Lake Effect Programs. You must apply for MLA credit **within two weeks** of the recording date. Contact gmr4u@uic.edu for more information.

Lending Library: The GMR Lending Library has a robust collection of resources available to member libraries at no cost. If you were unable to participate in the most recent MLA Webcast, or are unable to participate in upcoming webcasts, you can borrow a copy of the program from the GMR lending library. MLA credit is available. Use the program at a staff meeting, gain MLA credit without traveling, and engage staff in a lively topical conversation. To reserve library resources, go to the [GMR Lending Library](#).

Regional Events and Meetings:

Visit the GMR website at: <http://www.eventkeeper.com/code/events.cfm?curOrg=NNLMGMR>

Submitted by,
Barbara Platts, MLIS, AHIP
GMR Regional Council

Appendix H – MDMLG Report

Metropolitan Detroit Medical Library Group Representative Report 9/18/12

MDMLG Executive Board 2012-13

President: Barbara LeTarte
President Elect: Jill Turner
Past President: JoAnn Krzeminski
Secretary: Jennifer Bowen
Treasurer: Donna Marshall
Public Relations: Doris Blauet
Membership Services: Misa Mi

An MDMLG Executive Board Meeting was held August 15, 2012. This was a transitional meeting – primarily to exchange information between incoming and outgoing officers and chairs.

Some MDMLG items of note are:

- MDMLG 2011-12 membership renewals were due by August 28.
- The September meeting will be on Sept. 20th at Beaumont Royal Oak. The topic is Reference Management software and the speakers will be Nandita Mani, Stephanie Swanberg and Nadia Lalla. There will also be a Lunch & Learn with Deb Charbonneau presenting “Effective Survey Design”. Planning is underway for the 2012-13 programs – to be announced.
- The MDMLG checking account stands at \$10,628. MDMLG ended up with a small surplus due to summer luncheon income, and without any vendor support for programs this year.
- MDMLG is investing in a higher level of Survey Monkey, due to use.

Respectfully submitted,
Ellen O’Donnell, MDMLG Co-Representative

Appendix I – M-MHSLA Report

M-MHSLA Rep Report
Submitted by Andrea Kepsel

September 2012

The last M-MHSLA meeting was held September 14, 2012. Topics discussed included:

- Sherri McConnell from CADL-Okemos recently joined MMHSLA.
- Elections are being held for 2013. There is one candidate for each position. The ballot will be distributed prior to September 30.
- The MMHSLA website is up to date and is available at <http://mhsla.org/mmhsl/>.
- Planning for the 2014 conference continues:
 - Currently we are considering holding the conference at the Marriott in East Lansing September 24-26, 2014.
 - We were sent the contract and there are a few points we are unhappy with, including the costs of parking, vendor tables, and no storage space available. If the Marriott is unwilling to negotiate than we will take our business elsewhere.
 - Brad Long from Central Michigan was able to discuss some options available in Mount Pleasant, and this is looking like an attractive alternative.
 - Sheila Bryant volunteered to chair the Local Arrangements committee. She will send out a list of the other committees and recruit members to volunteer.
- Abe Wheeler, Mike Simmons, Susan Murphy, Sherrie McConnell, Andrea Kepsel, and Eunice Borrelli met at the Okemos branch of the Capital Area District Library (CADL) to discuss holding a consumer health program.
 - We want to start out with some small single shot or one off classes with specific populations to tune the content and get feedback. Some potential audiences discussed are seniors, parents with children, and boomers.
 - To being with we will rely on our in-house talent (the members involved with the project) to hold the programs. As the program grows we may explore involving outside speakers or groups.
 - We will contact the GMR to see if any previous grant or award winners have tried something similar, which will hopefully give us contacts to talk to about some best practices for the program.
 - Program proposals need to be developed to give to respective administrations for potential approval of organizational name and branding.
- Sherri is already working with the Okemos Senior Center on programming, so this is an excellent first audience to focus on and work with. The downtown Lansing branch of CADL will have a table for the Michigan Libraries for Life program on October 2 and 3, 11am-5pm. They believe they will have enough volunteers to staff the table, but if anybody is interested in helping out they can contact Eunice Borrelli. The Okemos and Haslett branches will also have tables and they will be fully staffed.
- The next MMHSL meeting will be held in November.
 -